

## **JOB OPPORTUNITY**

*Trial Court Employees Only*

*November 15, 2006*

**Posting Date**

### **MASSACHUSETTS TRIAL COURT Office of the Commissioner of Probation**

#### **Job Description and Qualifications for *Program Manager @ the Clinton Training Academy***

*All applications must be received by: November 29, 2006*

#### **POSITION SUMMARY:**

Working under the direction of the Deputy Commissioner of the Training and Research Division of the Office of the Commissioner of Probation (OCP), the Program Manager at the Clinton Training Academy is responsible for assisting in the development and implementation of training programs with regard to Probation Services. Working at the Clinton Training Academy, the Program Manager is involved in various aspects of Probation training, including: coordinating training materials as well as reviewing and evaluating books, periodicals, training materials and video for inclusion in training programs.

#### **MAJOR DUTIES:**

Investigates a variety of training topics and methods for inclusion in Probation training programs.

Reviews training materials and assists in the development of training materials.

Attends trainings and presentations given by the training division. Regularly reviews said training programs and examines participant evaluations. Assists in the quality assurance of trainings and presentations.

Answers community inquiries regarding availability of and uses of Probation Training Academy.

Prepares Training Academy for scheduled trainings as needed.

Participates in the development of new and updated training programs and seminars.

Recommends to the Deputy Commissioner of the Training and Research Division effective curriculums, interventions and approaches for probation trainings.

Performs a variety of administrative and clerical duties at the Training Academy.

Performs related duties as required by the Deputy Commissioner of the Training and Research Division.

## **SUPERVISION RECEIVED**

Receives direct supervision from the Deputy Commissioner of Training and Research.

## **POSITION REQUIREMENTS:**

Bachelor's degree in criminal justice, political science or related field from an accredited college or university.

Strong interpersonal skills and the ability to work professionally with judges, court officials, court personnel and the general public.

Good problem solving skills and evidence of the ability to apply these skills to speedy resolution of building related problems.

Knowledge of and ability to use personal computers and related software including Excel and Corel WordPerfect for Windows and Microsoft Office 2000.

Ability to identify problems within the facility and to develop feasible solutions

Ability to maintain a variety of complex records and to prepare reports from such records.

Ability to perform physical labor.

Strong interpersonal skills and the ability to work professionally with others.

Ability to maintain accurate records.

Ability to establish work priorities and to work independently.

Ability to communicate clearly and effectively in oral and written form.

**SALARY RANGE: Management - \$57,193.89**

**Please send resume and completed Trial Court Application for Employment to:**

**OFFICE OF THE COMMISSIONER OF PROBATION  
One Ashburton Place, Room 405  
Boston, MA 02108  
Attention: Director of Personnel**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**